

Appendix A: Mortgagor Certification

RESERVE FOR REPLACEMENT REQUEST AND CERTIFICATION

Project Number: _____ **Date:** _____

Property Name: _____

Property Address: _____

Mortgagor/Agent: _____

Mortgagee (or Reserve Account Holder): _____

Mortgagee Loan No. _____ **Monthly Deposit:** _____

Mortgagee Address: _____

Mortgagee Phone: _____ **Mortgagee Fax:** _____

Mortgagee Email Address: _____

Loan Servicer: _____ **Loan Servicer Phone:** _____

Current Balance: _____ **As of (Date):** _____

We are requesting reimbursement/release of \$ _____ from the Reserve for Replacement account of the subject property. A breakdown of the services or materials purchased is provided on the attached worksheet and on HUD form 9250.

MORTGAGOR CERTIFICATION

I, _____ certify to the following:

Funds expended or to be expended have been or will be used for the work indicated in this request. I have inspected/will inspect the work and have determined/will determine that the damaged area(s) or equipment have been restored to as good or better condition. No mechanic's or materialman's liens will be or have been attached to the property as a result of the repair. The repairs have been or will be completed in accordance with all applicable building codes and ordinances. All contract materials, supplies and services as applicable have been obtained at the most reasonable cost and on terms most advantageous to the property. All discounts, rebates or commissions have been credited to the property. Any expenditures that are determined by HUD to be ineligible, as a result of an inspection, will be repaid to the property's Reserve Fund. All goods and services purchased from individuals or companies with which the Owner or Managing Agent has an identity-of-interest were or will be purchased at costs not in excess of those that would be incurred in making arms-length purchases on the open market.

Under penalties and provisions of Title 18, United States Code, Chapter 47, Section 1001, the statements contained in this request have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

Signature (Mortgagor/Agent) _____ **Date** _____

Title (Authorized Agent of Mortgagor) _____

Funds Authorizations

**U.S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0555
(exp. 2/29/2020)

For Instructions, Public Burden Statement, and Privacy Act requirements: See Page 2.			
<input type="checkbox"/> Reserve for Replacements Fund	<input type="checkbox"/> Residual Receipts Fund	Project Number:	
Is this withdrawal request to replace appliances and/or major components with energy efficient products/systems? <input type="checkbox"/> Yes <input type="checkbox"/> No		Mortgagee Loan Number: (Optional)	
		Property Address: (Include City, State, and Zip Code)	
To: (Mortgagee)		Comments: (Optional)	
This is your authority to release the following amounts from the reserve: Purpose:			Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount			\$
Check (X) appropriate box: <input type="checkbox"/> An inspection made on the date of (mm/dd/yyyy) _____ revealed satisfactory replacement and/or installation. <input type="checkbox"/> An inspection will be made on the next visit to the property. Satisfactory replacement and/or installation will be determined at that time.			
This Office has approved (Check (X) appropriate boxes.) This is your authority to adjust the Reserve requirements accordingly. This authority is revocable upon written notice from HUD. <input type="checkbox"/> A suspension of Deposits to the Reserve from the date of (mm/dd/yyyy) _____ to the date of (mm/dd/yyyy) _____ <input type="checkbox"/> A suspension of Deposits to the Reserve so long as a balance of \$ _____ is maintained. <input type="checkbox"/> A change in the Monthly Deposit to the Reserve from \$ _____ to \$ _____ effective the date of (mm/dd/yyyy) _____ through the date (mm/dd/yyyy) _____			
Remarks (optional)			
To: (Mortgagor/Managing Agent)		Name of Hub Director or Program Center Director: (please type or print)	
		Signature	
		City	State Date (mm/dd/yyyy)

Instructions: Indicate the Fund for the request and provide the information for each section as requested. Owners/Agents must also submit the following with this form:

- (1) A narrative providing a detailed description of the work performed or to be performed;
- (2) Copies of paid invoices if the withdrawal request is for reimbursement for work that has been performed;
- (3) If a bid exceeds \$25,000 than copies of bids may required. Please refer to HUD Handbook 4350.1 Chapter detailed guidance;
- (4) Mortgagor Certification (refer to HUD Handbook 4350.1, REV-1); and,
- (5) A list of appliances and/or major components that will be replaced along with a notation of whether or not the replacement items will be energy efficient products. If replacement items are not energy efficient products, the owner/agent must provide a justification.

Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. This information is required to obtain is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The regulations at 24 CFR Part 880.601 and 24 CFR Part 880.602 authorizes the Secretary of the Department of Housing and Urban Development to effectively monitor withdrawals from the Reserve for Replacements and/or Residual Receipts Funds. This information collection sets forth the information that must be reviewed and approved by HUD in order to withdraw funds from these accounts. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.